



RELEASED: April 26, 2016

CLOSING DATE: May 27, 2016

## **POSITION ANNOUNCEMENT**

### **Director of Secondary Education**

Salary range: \$77,000 - \$82,000 depending on experience – plus competitive benefits!

**Location(s):** Boise

This announcement will be used to fill the current opening at Idaho Career & Technical Education (ICTE) in Boise.

**Special Notification:** This is a 12-month (annual) position. This position is exempt from classified service and the Rules of the Division of Human Resources, and is subject to Idaho State Board of Education policies.

#### **Key Responsibilities:**

The Director of Secondary Education creates vision and provides statewide leadership and oversight for Idaho secondary CTE programs by enhancing teacher and program quality, student transition and student achievement and success. This position works with the Director of Postsecondary Education to positively impact the transition of secondary students into postsecondary technical programs.

#### **Facilitate high quality Career & Technical Education programs and providers**

- Deliver technical assistance and resources to support the efforts of educators and other providers of services to students and educational staff in all CTE program areas. The support to program quality managers provided through this position impacts students in grades 7-14.
- Coordinate delivery and receipt of information on behalf of Idaho Career & Technical Education to district superintendents in all regions of Idaho.
- Promote high-quality Career & Technical School (CTS) programs. Provide technical assistance, program funding oversight and evaluation.
- Work cooperatively with program quality managers to ensure secondary programs meet objectives and state and federal requirements.
- Provide leadership and guidance to program quality managers and support staff.

#### **Create, maintain online resources**

- Develop and promote resources to support the work of Career & Technical Education programs and Career & Technical Schools through advanced web systems. Maintain CTE webpages associated with these resources to facilitate the ease of use.
- Develop and promote workplace readiness resources, curriculum and other means that support the work of the population served by Idaho Career & Technical Education.

#### **Provide oversight for Career & Technical Education programs and Schools**

- Collaborate with programs to ensure adherence to state and federal guidelines regarding program quality and requirements.
- Use Idaho CTE technological resources to manage and provide funding allocation for CTE programs.
- Adhere to Idaho Code, Idaho Administrative Procedures Act (IDAPA) code and Idaho Career & Technical Education policy to provide oversight for Career & Technical Schools statewide.
- Work with staff to provide technical support for programs and schools meeting Idaho CTE and Perkins federal guidelines.
- Manage grants and activities related to CTE teacher professional development activities throughout the year.
- Work collaboratively with Idaho CTE staff to manage the CTE teacher pipeline in Idaho; work with leadership to meet the needs of secondary and postsecondary CTE schools and programs.

#### **Other Duties as Assigned, including**

- Supervise support staff
- Travel is required

**Minimum Qualifications:**

Candidates must qualify for or be willing to work towards an Idaho Career & Technical Administrator Certificate; master's degree with a minimum of three years teaching experience in a Career & Technical Education area (Administrative experience preferred).

Candidates must effectively demonstrate knowledge and experience in the following areas: organizational leadership and management; strong interpersonal skills; supervision, budget, grant, and contract administration; technical education standards interpretation; curriculum development; interpretation of state and federal law; written and verbal communication skills, and computer skills.

**Application Procedure:** The application package consists of a letter that addresses the position qualifications; a current resume; copies of transcripts; and a list of references that include at least two former or current supervisors. Retain a copy of your entire application.

**Email application package to: Tammy Ackerland:** [Tammy.Ackerland@pte.idaho.gov](mailto:Tammy.Ackerland@pte.idaho.gov). If you have any questions, please call (208) 429-5502.

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